

2017 - 2018 REGISTRATION ACTION PLAN
Committee: Secretary
Subcommittee: Registration

Subcommittee Chair: Michelle Allen michelle.allen@ag.tamu.edu (Texas)

Subcommittee Chair-Elect: TBD

Subcommittee Apprentice: TBD

Subcommittee Past Chair: Debra Schroeder dschroeder1@unl.edu (Nebraska)

NEAFCS President: Lora Lee Frazier-Howard, lhoward@email.uky.edu, Kentucky

NEAFCS Secretary: Jovita Lewis, jones07@auburn.edu, Alabama

NEAFCS Executive Director: Danielle Jessup, DJessup@executiveoffice.org, PIAM

Goal:

- To provide organization, structure and services allowing the registration for the Annual Session to run smoothly and professionally.

Objective(s):

- Address needs identified from Annual Session Evaluation
- Provide registration services to NEAFCS members and guests at Annual Session

	What? (action steps)	Who? (specific name)	When? (specific date)
1.	Committee conference calls/emails to plan work, report progress and prepare for Annual Session.	*Jovita Lewis *Subcommittee chair	January – August 2018
2.	Work with Arrangements Committee /National Office to build an online registration volunteer sign-up system.	*Jovita Lewis	March– August 2018
3.	Meet with AS Planning Committee and National Office to determine how the registration committee can be of assistance.	*Jovita Lewis	April 2018
4.	Using the 2016 Annual Session Agenda as a guideline, create a sign-up timeline for on-site registration volunteers. Work with Arrangements committee chair	*Jovita Lewis *Subcommittee Chair *Arrangements Committee Chair	April-May 2018
5.	Touch base with Arrangements Sub-committee on needs at registration desk.	*Arrangements Committee Chair	August 2018

6.	Touch base with Awards Silent Auction committee on auction item drop-off process.	*Jovita Lewis *Awards Silent Auction Committee	August 2018
7.	Attend Registration Subcommittee meeting at 2018 Annual Session to help finish up any last-minute registration materials, bag stuffing, etc. This will also be an opportunity to train in registration process.	Registration Subcommittee	October , 2018 San, Antonio, Texas
8.	Recruit a Registration Subcommittee Chair-Elect for 2019 to serve as Chair for the Annual Session in 2019. Recruit the host state or region to assist.	Registration Subcommittee	September 2018
9.	Continue to recruit Registration Subcommittee members to prepare for NEAFCS Annual Session in 2018 and beyond. Some recruiting to be done during annual session.	*Registration Subcommittee	September 2018
10.	Provide local and conference information.	*Host State for Hospitality	During Annual Session and pre-conferences 2018
11.	Talk with committee members about their experience with 2018 and suggestions for how to improve during the 2019 Annual Session.	*Registration Subcommittee	During 2018 Annual Session committee meeting
12.	Review Annual Session evaluation comments to make suggestions and improvements for 2019.	*National Office *NEAFCS Board	After Annual Session